

Abbot Academy

Information Suggestions and Regulations

1937

It is the desire of the Principal and other officers of the school to have at Abbot as free and as natural a life as is possible in a community of our size. Certain restrictions and requirements perhaps unnecessary in a private home are inevitable for the well-being and success of the larger group, but it is our belief that there are no unreasonable regulations contained in this pamphlet. An honest and happy endeavor to live within these regulations will bring to us all a sense of freedom and a realization of the many pleasures and benefits that Abbot has to offer.

MARGUERITE HEARSEY

Daily Program

MONDAY - FRIDAY

- 6:45 Rising Bell
- 7:25 Breakfast
- 8:15 Chapel
- 8:30 - 9:15 Class Period I
- 9:18 - 10:00 Class Period II
- 10:03 - 10:45 Class Period III
- 10:45 - 11:00 Tiffin
- 11:00 - 11:45 Class Period IV
- 11:48 - 12:30 Class Period V
- 12:33 - 1:15 Class Period VI
- 1:20 Luncheon
- 1:50 - 4:05 Sports and Recreation

(Wednesday — school tea in winter months
4:00 - 4:30)

- 4:30 - 5:15 Class Period VII and Study Hour
- 5:18 - 6:00 Class Period VIII and Study Hour
- 6:15 Dinner
- 7:15 - 7:30 Silent Time
- 7:30 - 9:00 Study Hour
- 9:45 Lights out Monday through Thursday

ON FRIDAY EVENINGS THE FOLLOWING SCHEDULE IS OBSERVED

- 7:00 - 8:00 Study Hour
- 8:00 - 8:45 Society and Corridor Meetings
- 8:45 - 9:45 Calling Hour
- 10:00 Lights out

SATURDAY

- 7:30 Rising Bell
- 8:00 Breakfast
- 9:15 Room Inspection

9:15 - 10:15 Study Hour
12:30 Luncheon
6:15 Dinner
Evening: Entertainments or Recreation
9:30 Lights out

SUNDAY

8:30 Rising Bell
9:00 Breakfast
9:30 - 10:00 Silent Time
10:30 Church
1:00 Dinner
2:30 - 5:00 Quiet Hour*
6:00 Supper
7:00 - 7:30 Silent Time
7:30 Vespers
8:15 - 9:00 Quiet Hour
9:30 Lights Out

*During this period those who wish to do so may go out for recreation — walking, horseback riding, or tennis, but those who remain in the building are expected to stay in their own rooms so that quiet may be assured for all who wish it. When the weather makes it impractical to be out-of-doors, some change in the schedule may be announced.

Dress

Simple sports clothes are worn during the day. Socks without stockings, and sleeveless or backless dresses may be worn only for gymnasium and sports. Halters are not allowed at any time. Shorts or "play suits" of approved design may be worn for tennis. These may be ordered from Wright and Ditson's when gymnasium suits are ordered.

All girls are expected to dress for dinner before the beginning of the afternoon study hour. Separate

sweaters and skirts are not considered appropriate for dinner. Simple dinner dresses may be worn for special occasions. Notice will be given of these occasions.

The use of cosmetics of any sort is not permitted.

During the day hats must be worn whenever students leave the school grounds.

Fur coats should not be worn except on Sundays or for extremely cold weather.

Visitors and Callers

Please ask friends and relatives to use the guest entrance.

Parents and friends may call on Saturdays between 10:30 a. m. and 8:00 p. m., and, if there is special need, between 2:00 and 4:00 p. m. on other week days. It is considered best, however, that visiting be limited to week-ends.

On Sundays parents may take their daughters and a friend or two out for dinner provided the girls do not leave until after church and return by 4:00 p. m. The number of Sunday dining-out permissions is limited to one a month.

Parents from a distance who are in town for only a short time may take their daughters and a friend or two out for luncheon or dinner on school days, provided no school appointment is interfered with.

Permission must be obtained before taking visitors to student rooms.

Boys from Phillips Academy and other friends on a calling list approved by the girl's parents may be received on Friday evenings from 8:45 - 9:45 p. m. Girls are not permitted to meet or converse with boys outside the school except under conditions planned for and approved by the Social Office.

Calling and Visiting in Town

Resident students are not allowed to call at any

house in town without permission. This includes the homes of day students.

With the permission of the Social Office girls may accept invitations for luncheon or dinner on Saturdays at homes in the vicinity, but must return in time for whatever program is scheduled at the school, or if no program is scheduled, they must return by 9:00 p. m. and must be chaperoned in the evening, to Draper Hall.

With the permission of the Social Office seniors may accept invitations to dinner on Sunday in the vicinity, but may not leave until after church and must return by 4:00 p. m. Driving is not included in this permission except to and from the destination with an approved chaperon. The number of Sunday dining out permissions is limited to one a month.

Automobiles

Resident students may not drive with day students nor with any other young people of school or college age without an older person in the car. Permission for driving *under any circumstances must always* be obtained from the Social Office.

Week-Ends

Each girl may take one week-end away from school before the Christmas holidays, one between the mid-year examinations and spring vacation, and one between spring vacation and Commencement. No week-end leave will be granted between the end of Christmas vacation and the mid-year examination period, nor for the last week-end before final examinations. If the week-end following Thanksgiving is to be taken, the Wednesday night preceding Thanksgiving must be spent at the school.

The week-end begins Saturday morning after breakfast and ends Sunday at 7:00 p. m. except that

one week-end of the three allowed may begin after lunch on Friday.

A girl who is on the Honor Roll at mid-years may take an extra Saturday night week-end during the second semester.

Late returns will be reported to the Principal.

A girl may have special leave of absence to attend the wedding of a member of the immediate family, or of a friend if she is in the wedding party, and if her work is not below passing. This will not be counted as a regular week-end.

Except under conditions sanctioned by the school as well as by a girl's parents, permissions for over-night absence will be given only to visit in private homes. Invitations to dances at boys' preparatory schools may be accepted if chaperonage conditions are approved by the Social Office.

On leaving the school for a week-end if travel by automobile is required, specific and definite approval from home of the conditions must be received by the Social Office, unless a school chaperon is to be in the car. Final approval of chaperonage plans must remain with the school. Ordinarily chaperons under twenty-five will not be approved.

Saturdays

On Saturdays after the morning study hour, all girls are free for the rest of the day unless detained by a teacher to do make-up work. Girls may not go to the Main Street on Saturdays but may go to the local moving picture house if permission is obtained in the Social Office. With permission girls may also lunch out at approved places in the vicinity.

Trips are often planned for Saturday, either to interesting historical places or to Boston to attend a play or some other entertainment. Girls are advised to make savings from their allowances for these

special occasions. All such trips are chaperoned either by a school chaperon or by a chaperon approved by the girl's family and the school.

After mid-years seniors may go to Boston unchaperoned, and a senior may take her younger sister but no other younger girls.

On Saturday evenings there is usually an entertainment of some sort at the school. Resident students are expected to attend all of these functions.

Recording of Leaves

On leaving the school for a meal or for any overnight absence, permission must always be obtained and record be left in the Social Office. On returning to school from an overnight absence or from a day's absence from Andover, every girl who has been away must report in person to the teacher on duty in the Social Office before she goes to her room.

Holidays and Vacations

The times allowed for holidays and vacations should be carefully noted and exactly observed. Parents are urged to make no requests for exceptions to the hours and days designated.

At Thanksgiving the holiday begins at noon on Wednesday and ends at 8:00 p.m. on Thursday. Families who come to take their daughters out for Thanksgiving Dinner are invited to return to the school for tea at 5:30.

Girls may accept invitations to Thanksgiving Dinner in the vicinity, with the permission of their family, and may go away from Wednesday noon to Thursday evening to be with their families, the families of other resident students, or friends of the family. It is urged, however, that parents re-

frain from giving permission for such visits if the distance is over a hundred miles.

Girls cannot be accommodated at the school before the dates announced for the opening after each vacation, nor can they be kept at the school later than the day announced for closing. (Please consult the catalogue for these dates.)

Girls taking College Board Examinations in June may leave directly after Commencement on Monday, returning the following Wednesday night. They then remain at the school through the period of review and until their last examination has been taken.

Miscellaneous

TELEPHONING

Telephone calls may be *received* at the following times:

MONDAYS THROUGH FRIDAYS

7:45 - 8:15 a. m.

1:45 - 2:15 p. m.

7:00 - 7:15 p. m.

9:00 - 9:20 p. m.

SATURDAYS

8:45 - 9:15 a. m.

7:00 - 8:00 p. m.

SUNDAYS

10:00 - 10:30 a. m.

1:45 - 2:30 p. m.

8:30 - 9:00 p. m.

Outgoing calls may be made at the above hours and also if necessary on Saturdays and Sundays during recreation hours.

Girls are not permitted to talk over the telephone with any boys except their brothers.

Parents and friends are urged to observe the above

hours for telephoning as it is desirable not to have class and study hours interrupted, and it is also very difficult to reach students in recreation periods.

MAIL

All mail must be posted at the school post office.

Outgoing mails close at 11:30 a. m., 4:30 p. m. and 9:15 p. m.

Incoming mail is placed in the boxes immediately after breakfast, luncheon, and dinner.

Stamps may be purchased immediately after lunch.

BANKING

Hours and regulations are posted on bulletin boards.

SERVICE

All requests for special service must go through Miss Butterfield, not through maids or other employees.

FOOD IN ROOMS

Fruit, and cookies in tins may be kept in rooms. Indulgence in other food between meals is disapproved.

GUM CHEWING

Gum chewing in public is not permitted.

SMOKING

Smoking is not permitted in any place nor on any occasion while students are under the jurisdiction of the school.

Special Residence Regulations

Every student must go to all meals, classes, study hours, Chapel exercises and entertainments unless she is ill; if ill, she must report at once to the nurse. All resident students are required also to

attend church on Sunday morning unless formally excused by the corridor teacher or nurse. Excuses must be obtained before 10:00 a.m. on Sunday morning, and girls who have been granted these excuses may not accept invitations to leave the school later in the day, nor may they play tennis nor go horseback riding that day.

If late to a meal, a girl must sign her name in the book provided for the purpose in the dining room.

If late to Chapel, a girl will not be admitted and must accept the penalty of absence. Attendance will be taken by student proctors at Chapel.

For entertainments and exercises held in Davis Hall *each girl* is required to hand in to proctors at the door a slip with her own name on it. Any girl whose slip is missing will be counted absent.

STUDY HOURS

In the morning and evening study hours all girls may study in their own rooms so long as their conduct and their work is satisfactory. In the afternoon study periods (4:30 - 6:00) all girls except seniors are required to attend study hall. They are excused only for class appointments. Girls in lower classes who have made the Honor Roll in the preceding quarter are excused from attendance at study hall. Library work should be done in the morning and evening study periods.

CLASS PERIODS

Between classes students are expected to pass quietly and directly from one appointment to the next. Day Students study in the study hall.

All students are requested to take Tiffin, as the time between breakfast and luncheon without some

refreshment, is too long for physical and mental efficiency.

SILENT TIME

These brief daily periods are an old custom of the school. They insure for everyone at least a few minutes of silence and solitude free from any interruption. It is possible to make them moments of spiritual and mental refreshment. During these periods each girl remains in her own room.

QUIET HOURS

During these hours the halls are absolutely quiet and no visiting is permitted.

RECREATION AND UNSCHEDULED PERIODS

In the dining room, during times of recreation, and in all unscheduled hours reasonable quiet, order, and courtesy are to be maintained. Boisterous conduct, shouting and whistling in the corridors, and calling from windows are subject to loss of merits points from Student Government or Faculty.

Quiet is to be strictly observed in the library at all times.

Musical instruments, including victrolas and radios are not allowed in students' rooms. Pianos, radios, and victrolas are used in public rooms only. The hours for the use of these will be designated.

ORDER

The appearance of the buildings and grounds should be a matter of interest and pride to all members of the school. Neither scraps of paper nor any other litter should be dropped on the lawns or walks. All curtains should be tied firmly in place to give a uniform and orderly appearance to the windows. Shades must be drawn as soon as lights are put on.

Public rooms and the furnishings in them should be used as if they were rooms in a home. Special care should be exercised in the use of ink. Shaking fountain pens often makes spots that can be removed only by refinishing. Washable ink which may be obtained at the school bookstore must be used at all times.

Pictures are to be hung from mouldings and no thumb tacks, pins, or stickers are to be used on walls or mouldings.

Students make their own beds and take care of their rooms. Beds must be made and rooms put in order before Chapel, and a careful cleaning must be given each room at least once a week.

Visiting and inspection of rooms is made at frequent intervals. Merits are lost for disorderly rooms.

No paint, varnish, turpentine, or any inflammable liquids are to be used in students' rooms. No electric appliances may be attached except by permission. Any changes of cords, or of bulbs, or other attachments will be attended to by the electrician. Request for such service is written on the pad on the corridor bulletin board.

Lights must be turned off on leaving rooms.

Bathrooms must be kept orderly and quiet. Do not leave the bathroom with water turned on. A fine of \$1.00 will be charged for the overflowing of tubs and basins, and in case of actual damage the cost of repairs must be met.

INFIRMARY

Every morning the nurse goes through the halls and calls on girls in rooms where the infirmary card has been hung on the door. Students indisposed in any way are urged to put out the card and remain in their rooms until the nurse has called.

Students may go to the infirmary at any time it

is necessary, but a report either in person or by note should be left with the corridor teacher. Those who have been in the infirmary must not leave without permission, nor may they leave the grounds that day without special permission.

LAUNDRY

The laundering of bed-linen, napkins, towels, and washcloths and a specified number of articles of dress is included in the tuition. Additional articles are charged for at reasonable rates. The school laundry may be used by students at stated times. Basins and tubs in the bathrooms must not be used for washing any articles of clothing.

Special Instructions For Parents

DRESS

The dress of students should at all times be simple and appropriate. Only clothing actually needed should be brought to school. (See section on dress on page 3.) Each girl should have at least one white dress of tailored design, with sleeves, which would be suitable for the Christmas and Easter services and other occasions when the whole school wears white. Elaborate and valuable jewelry should not be brought to the school. Tailored or semi-tailored dress for street and church wear should be provided, and a warm, loose top coat is essential. Every girl should be provided with woolen stockings, heavy sweaters, overshoes, an umbrella, rubbers, and a raincoat. The winter climate provides opportunity for the use of skates, skis, and snowshoes.

The matter of suitable footwear is important. For daily school use sport shoes or other low heeled shoes should be provided. Girls are requested not to wear heels higher than Cuban heels except for formal occasions and at no time heels of extreme height.

Rubber or cork-soled shoes without heels are required for tennis. Shorts are permissible for tennis but not required. They must be of the design approved by the Physical Education Department, however, and purchased through Wright and Ditson. Uniform gymnasium suits are required. These should be ordered from Wright and Ditson on blanks provided for this purpose.

All articles of clothing as well as sheets, pillow-cases, towels, and napkins should be marked with a name tape.

ROOM FURNISHINGS

Each student is provided with a single bed, a bureau, straight chairs, a desk, and a bookcase. There are hardwood floors in most of the rooms. Rugs, curtains, bedspreads, lamps, and usually a boudoir or another comfortable chair are provided by the students. Plain cream-colored window curtains of scrim, hemstitched, should be used next the window for the sake of uniformity, but over draperies may be of any color. Rocking-chairs are not permitted. Over draperies, rugs, and bedspreads, are often not decided upon until after arrival at the school, so that roommates can purchase articles which combine well. It is possible to make all necessary purchases either in Andover or in the vicinity.

The school supplies one pair of woolen blankets for each bed, but a warm puff or an extra pair of blankets should be brought by each girl. Sheets to fit a mattress 6 feet by 3 feet, pillow-cases, 20 inches by 32 inches, bath towels, face towels, table napkins, a napkin ring, a shoe bag, a waste paper basket, and two laundry bags must also be provided.

Room decorations should be few and simple. One or two *framed* pictures for the walls, a few framed

photographs for the dresser, with the ordinary toilet articles are sufficient.

Victrolas and radios are not allowed in the girls' rooms. No matches, alcohol, or inflammable cleansing fluids may be kept there, nor may *any electrical appliances other than lamps* be used.

LAUNDRY

The school has its own laundry admirably equipped and carefully managed. No chemicals are used for bleaching. The laundering of sheets, pillowcases, towels, napkins and a specified amount of personal apparel are included in the price of tuition. Additional pieces will be charged for at reasonable rates.

SPENDING MONEY

Please arrange to provide your daughter with a regular weekly allowance. A deposit for this purpose should be placed in the school bank at the beginning of the school year. The first deposit should be fifty dollars, and must be renewed when exhausted. The weekly allowance for withdrawal should not be more than \$1.50, except for special occasions when a school group is going to an entertainment in Boston or on a sightseeing trip in the vicinity. Each girl is furnished with a school bankbook and checkbook. When the deposit is exhausted checks will not be honored. It is expected that a balance of at least five dollars will be left in the bank to each girl's credit over short vacations. Each girl is expected to keep her own account and to plan her expenditures so as to live within her allowance. If a girl regularly withdraws amounts in excess of what is approved by the school, notice will be sent to parents. At the end of each term a memorandum will be mailed to parents from the bank.

PHYSICAL TESTS

Every girl should be vaccinated before entering school unless in the opinion of the family physician vaccination has been so recent that she is sufficiently protected. Please also have your physician apply the Schick Test for diphtheria and, if there is a positive reaction, the toxin anti-toxin treatment.

FOOD

The table is bountifully supplied, and in the middle of the morning and the middle of the afternoon milk, cocoa, or soup and crackers are provided. Other eating between meals interferes with the appetite of the girls at the table. It is therefore *urgently requested that no food other than fruit be sent* without special arrangement, in advance, with the Principal. Thanksgiving boxes may not be received, and birthday boxes may be sent only with permission. Please instruct your daughter as to the dangers of unwise dieting so that she does not abstain from the wholesome food she needs, or over-indulge in ways that will harm her.

CORRESPONDENCE

Students have little time to spare for letter writing. Correspondence with other than members of the family should be limited. Please assist your daughter to regulate this matter.

Letters from parents or guardians with regard to the welfare of students are welcomed. If there are conditions or regulations that are not understood, or if, as may occasionally happen, there are causes of dissatisfaction which are not known to the Principal, they can usually be explained or remedied. It will greatly assist our mutual understanding if you will write freely to the Principal on such matters.

